MONROE COUNTY

JOB DESCRIPTION

Position Title: Director Emergency Management	**Date**: August 2, 1999
Position Level: 12	**FLSA Status**: Exempt	**Class Code**: 12-5

GENERAL DESCRIPTION

Manages the major planning and operational functions of the Emergency Management Department.   Assists in making preparations adequate in this county to deal with, reduce vulnerability to, and recover from emergencies and disasters resulting from natural, technological, or manmade causes. On call 24 hours pending disasters. Performs under the general supervision of the Senior Department Director.

KEY RESPONSIBILITIES

1. Manages the overall daily, and during emergency response, operations of the office of Emergency Management. Analyzes major organizational problems including emergency preparedness planning and coordinating. Supervises staff in the day to day operations of the department. Identifies, prioritizes, schedules and delegates department functions and activities to subordinates. Establishes time frames, sets deadlines and reviews the work products of subordinates for accuracy and completeness.*

2. Assists in the preparation and management of the department's operational budgets. Assigns staff to assist designated public, private and volunteer agencies in developing plans, procedures, checklists and associated and/or related documents requisite to performing their respective emergency support functions and other support activities. Ensures that the Emergency Operations Center(s) are properly equipped, staffed and operationally functional for emergencies and disasters. Develops operating procedures and makes personnel assignments for the Emergency Operations Center(s).*

3. Interfaces regularly with the State, Federal and local governments on emergency management issues relative to Monroe County. Deals regularly with Florida State Division of Emergency Management regarding Emergency Management, Radiological Management, Grants and Mitigation issues, training, procedures, resource assistance, meetings and conference attendance, audits.*

4. Confers with the Senior Director regarding the evacuation process of county citizens and visitors in the event of a disaster. Performs as an Incident Commander during Emergency Operations Center (or Command Post) activation. Interfaces with the media regarding emergency preparedness and disaster response issues.*

5. Responsible for controls to ensure compliance with all applicable laws, ordinances, resolutions, directives, regulations and policies, and contractual agreements. Coordinates the development, and public distribution, of disaster preparedness brochures. Develops, evaluates and executes the Comprehensive Emergency Management Plan.*

6. Develops and coordinates emergency management drills and exercises (including radiological); prepares scripts and scenarios, issues instructions to participants and acts as exercise controller, advises and critiques the participants performance Prepares, organizes and conducts exercises and/or disaster response de-briefings.

7. Coordinates nuclear response planning activities for incidents involving the County and the Turkey Point Nuclear Power Plant. Deals with the Federal Emergency Management Agency, Florida Power and Light, Nuclear Regulatory Commission, and State and local governments regarding Radiological Emergency Response Program.*

8. Attends and represents the county and the Office of Emergency Management at local, state and national conferences and meetings. Provides technical assistance to other departments, divisions, local municipalities and governments.

9. Performs other similar and related duties as required.

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS	
Education:	Bachelor's Degree required. Major(s) required: Business Administration/Management, Public Administration, Emergency Management, Planning, or related field.
Experience:	5 years to 7 years minimum amount of prior related work experience required.
Impact of Actions:	The work involves leadership which routinely affects multiple divisions of Monroe County and/or the surrounding community in a demonstrable way.
Complexity:	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
Decision Making:	Highly Complex: Supervision is present to review established departmental and/or divisional objectives. Independent judgment is required to recommend departmental or divisional objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.
Communication with Others:	Requires regular contacts with internal and external persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and managing relationships at a higher level..
Managerial Skills:	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
Working Conditions/ Physical Effort:	Work environment and physical effort are that of a typical office atmosphere.
On Call Requirements:	On Call 24 hours pending disasters.

APPROVALS
Department Head: Name: _____   Signature: _____   Date: _____ *Division Director:* Name: _____   Signature: _____   Date: _____ *County Administrator*: Name: _____   Signature: _____   Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____   Signature: _____   Date: _____